

Position Summary

Under the general direction of the Division of Vocational Rehabilitation (DVR), Program Development Section Chief, this position exercises independent judgment with the pre-audit delegated authority for a series of pre-audit activities necessary for processing DVR consumer payments. This position participates in the development and maintenance of the automated and manual records for financial data related to DVR consumer payments; including the pre-audit of documentation supporting payments; ensuring adequate support and detail is included in the Integrated Rehabilitation Information System (IRIS), as well as the voucher files. This position also ensures adequate detail/controls are in place to minimize risk of duplicate payments and/or errors in consumer payments and is ultimately responsible and accountable for proper controls and accuracy of each transaction. This position enters a broad variety of complex payments into IRIS, which transmits into the State's enterprise accounting system. Several processing functions are of a complex nature caused by the necessity of dealing with different fund sources and allocation methodologies.

The position will also be expected to ensure that the division staff is following procurement practices and financial directives. Additional responsibilities include activity in expediting payment for post-secondary school, resolving invoice problems, and reimbursement and credit matters; review the financial work of others, approving or rejecting invoices, request changes or corrections as appropriate; interpret for others a complex and broad variety of financial policies and guidelines covering allowable division expenditures. This position also responds to inquiries from vendors, DVR staff, and statewide service providers relating to payment status. This position conducts both manual and electronic file search in retrieving appropriate data pertinent to establishing readiness and accuracy of payments and consults with peers and management when needed. This position also identifies potential or real audit issues and considers alternative methods of resolution.

Goals and Worker Activities

50% A. Receive, process, audit and approve vendor and payments, direct consumer payments, special program awards, or other authorized payment requests for conformance with state; federal and departmental guidelines and directives regarding the use of funds.

A1. Enter a broad variety of complex payments into IRIS. Prior to entry, ensure appropriate and adequate documentation has been provided to support payment in compliance with audit standards and in conformance with state, federal, departmental and division guidelines and directives.

A2. Verify that documents and receipts received for payment are complete and provide adequate support of payment being made, and have been reviewed and approved by authorized field staff.

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A3. Verify that approval to pay invoiced amount is in conformance with departmental review and approval processes and complies with posted fee schedule amounts.

A4. Review payment requests for complete and accurate coding necessary for transfer of expenditure data into the State's enterprise accounting system.

A5. Review and determine whether payment can be made based on past payment history, case notes and prior authorization of services. As appropriate, enter case notes to provide record of payment transactions, including documentation of issues related to payment and/or nonpayment

A6. Ensure payments are made accurately and within State of Wisconsin net 30-day payment terms. Determine and calculate prompt pay interest for payments as required by the State of Wisconsin prompt pay rule.

A7. Sort and organize keyed invoices for efficient matching of payment voucher information by the DVR Office Operations Associate.

A8. Provide backup support to review and audit documents in the processing of direct consumer payments. Review includes verification for accuracy, completeness of documentation and compliance with DVR policy and audit standards.

A9. Maintain strict confidentiality of consumer information.

25% B. Interpret for others a complex and broad variety of audit policies and guidelines covering allowable division expenditures. Review the procurement and financial work of DVR staff by approving or rejecting invoices and request changes or corrections as appropriate.

B1. In the pre-audit of payment requests, review needs to insure that division staff is following procurement practices related to consumer payment authorizations/approvals.

B2. Perform invoice resolution functions following statewide, department and divisional procedures in contacting vendor or appropriate division staff to achieve satisfactory results.

B3. When problems are resolved, amend the invoice and attach

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documentation as appropriate to enable further processing of invoice. Discuss problems and issues with affected parties to assure accurate and complete understanding.

B4. Identify potential or real audit issues and consider alternative methods of resolution.

B5. Independently research and respond to inquiries from consumers, vendors, DVR staff, or contractors relating to payment/receipt status. Respond to inquiries with effective communication skills.

B6. Consult with peers and others on problem resolution when appropriate.

B7. Assist in improving the efficiency and effectiveness of the DVR invoice processing and auditing unit. Recommend modifications to established policies, guidelines and procedures to Section Chief.

B8. Receive and process checks received for refunds of expenditures due to overpayment or services not rendered. Research and determine the invoice payment and consumer case number to be credited, complete routing form and send to Finance for deposit.

15% C. Receive, audit and approve expedited payments for post-secondary schooling as authorized by DVR staff. Ensure payment requests are in conformance with state, federal and departmental guidelines and directives regarding the use of funds.

C1. Enter necessary information related to the payment of post-secondary school into IRIS. Prior to entry, ensure appropriate and adequate documentation has been provided to support payment in compliance with audit standards and in conformance with state, federal, departmental and division guidelines and directives.

C2. Verify that documents and receipts received for payment are complete and provide adequate support of payment being made, and have been reviewed and approved by authorized field staff.

C3. Verify that approval to pay invoiced amount is in conformance with departmental review and approval processes and complies with posted fee schedule amounts.

C4. Review payment requests for complete and accurate coding necessary for transfer of expenditure data into the State's enterprise

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accounting system.

C5. Review and determine whether payment can be made based on past payment history, case notes and prior authorization of services. As appropriate, enter case notes to provide record of payment transactions, including documentation of issues related to payment and/or nonpayment.

C6. Provide recommendations in the development and maintenance of the automated and manual records for financial data related to DVR consumer payments related to post-secondary training.

5% D. Performance of miscellaneous functions and responsibilities.

D1. Prepare reports/schedules for management that provide detail/analysis of transaction processing related to consumer payments.

D2. Assist with the maintenance of the procedures and operating manual for this position.

D3. Compile fiscal data for input into special reports as assigned.

D4. Perform other administrative tasks as directed by the Section Chief.

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Knowledge Required

1. Knowledge of modern accounting practices and principles.
2. Knowledge of modern office practices and procedures including the skill in their application.
3. Knowledge of state and federal financial regulations for General Program Revenue (GPR) and Federal (FED) funding sources pertaining to the Division of Vocational Rehabilitation.
4. Knowledge of processing fiscal transactions.
5. Knowledge of complex financial rules and regulations for compliance with DVR policy and fee schedules in addition to standard audit policies as established by Department of Administration.
6. Knowledge of DVR funding sources and cost allocation patterns to ensure payments are processed accurately and meet federal reporting requirements.
7. Knowledge of financial rules and regulations for complex funding and cost distribution patterns.
8. Ability to provide advice, interpretation and information on rules, regulations, policies and guidelines of varying complexity to colleagues.
9. Ability to provide advice on payment policy and procedure.
10. Ability to communicate effectively, and negotiate with both internal and external customers related to fiscal transactions or discrepancies.
11. Ability to analyze and prepare reports/schedules for management.
12. Ability to review and audit documents/transactions for compliance with policy and standards, including DVR policy and fee schedules.
13. Ability to understand and follow complex written and oral instructions.
14. Ability to communicate effectively both orally and in writing, with various levels of users both internal and external.
15. Ability to establish and maintain effective working relationships with other employees, officials, and the public.
16. Ability to do on-line data entry on computers applications.
17. Ability to do work on PC-based Microsoft computer applications.
18. Ability to communicate technical information in a manner easily understood
19. Ability to work effectively in workgroups and teams.

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